



Product Sales Operations Development Specialist
Product Sales and Leasing Division
Recruitment #2006-07-5576

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the Public Land Trusts. The DNR manages over 5.6 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1400 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification: Natural Resource Specialist 3

Type of Position: This is a permanent position. This position is represented by the WFSE. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

Monthly Salary Range: \$3,371 - \$4,315

Benefits Package: Health and dental insurance, retirement pension, vacation, sick leave and holidays

Posting Date: July 12, 2006

Closing Date: July 26, 2006

Location: Olympia WA

POSITION PROFILE

Product Sales is at the forefront of the DNR's mission of implementing the DNR's policies by supporting the regions office and field staff to produce, deliver and administer timber sales in a manner that maximizes revenue generation by effectively implementing the HCP procedures while balancing economic, social and environmental objectives.

This position directly impacts the bottom line of DNR's Product Sales and Leasing (PSL) timber sale program. The position provides the staff-work, leadership and problem-solving skills necessary for region and PSL staff to achieve production goals while optimizing product value.

Under the Supervision of the NR Specialist 4, and as a member of the PSL marketing team, this position performs program development, presales operations advising and review, workforce training, contract administration and administrative duties in support of the Region's implementation of the Department's timber sales strategies. Responsibilities include enhancing existing programs and the development of new projects and programs, reviewing sales for compliance with policies and regulations, customer relations, market evaluation, workforce training, and various administrative duties including but not limited to report preparation.

As a member of the PSL presales operations team, this position performs program development, workforce training, contract administration and administrative duties in support of the Region's implementation of the department's timber marketing strategies. Responsibilities include timber sale reviews, new program development, market evaluation, workforce training, and various administrative duties including but not limited to report preparation.

REQUIRED POSITION QUALIFICATIONS

Education:

- Bachelor's degree in Forestry, Natural Sciences, Business or related areas of study.

Experience:

- Working knowledge of and ability to interpret and apply related statutes, rules, regulations, policies, procedures and agency practices for timber sales activity (to include contract harvest).
- General working knowledge of marketing theory and practices.

- Demonstrated ability to independently provide guidance to program and field staff, to include financial and productivity analysis.
- Ability to develop and conduct training.
- Demonstrated critical thinking skills and ability to make good decisions with limited information.
- Demonstrated ability to manage multiple tasks with little or no back-up.

Additionally, the incumbent is expected to consistently demonstrate the following position-specific key behaviors:

- Customer Focus
- Team Leadership
- Results Orientation/Drive Initiative
- Ethics and Integrity
- Interpersonal Influence
- Self Knowledge, Development and Continual Learning

DESIRED POSITION QUALIFICATIONS

- Working knowledge of DNR's programs, functions and business needs.
- Ability to manage a high workload while taking direction from more than one manager.
- Completion of OFM contract training course (may be completed within 6 months).
- Presales, timber sale compliance, or logging compliance experience
- Program or project development experience

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Ability to work on uneven terrain in all weather conditions.
- This incumbent in this position is required to travel.
- Must have a valid drivers license and have two years of driving experience.
- Must be 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed state application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

dnrrecruiting@wadnr.gov

Please indicate Recruitment # 2006-07-5576 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

For more information about this position, the qualifications or the Department please feel free to contact Tom Heller, hiring supervisor, at (360) 902-1707.

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